

**OFFICE OF THE GENERAL COUNSEL
DIVISION OF OPERATIONS-MANAGEMENT**

MEMORANDUM OM 95-18

March 6, 1995

TO : All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM : William G. Stack, Associate General Counsel

SUBJECT: Guideline for Recruitment and Hiring of Attorneys and
Labor Management Relations Examiners (Field Examiners)

As a result of recent changes mandated by the Office of Personnel Management (OPM) in the application procedures for persons interested in Federal employment, this memorandum revises certain procedures contained in OM 93-6, January 15, 1993. After December 31, 1994, the Standard Government Application Form (SF-171) and our Supplemental Statement (NLRB Form-4560) may no longer be required. Notice of the elimination of the SF-171 was provided to all employees in AB 95-18, January 5, 1995.

The new application procedures mandated by OPM allow individuals seeking employment with an agency after January 1, 1995, to use a resume or any other form of written application they may choose, including a SF-171.¹ OPM has published and made available to the public a brochure, OF-510, Applying For A Federal Job; an optional application form, OF-612, Optional Application for Federal Employment; and a new suitability form, OF-306, Declaration For Federal Employment.² The OF-510 informs applicants as to what information their resumes and/or applications must minimally contain to be evaluated for a position in the Federal government. The OF-612, a simplified application form, may be used by those individuals who prefer to use a form. The OF-306 must be completed by applicants prior to their appointment.

Although the revised OPM procedures do not allow the Agency to require the use of the SF-171 and the NLRB Form-4560, they do allow the Agency to collect all the information it needs to fully evaluate an applicant for employment. We have developed the attached memorandum for inclusion in an application information packet to be provided to persons interested in employment with the NLRB. This memorandum along with the OPM forms, OF-510 and OF-612, will make up that packet.

¹ Although this memorandum concerns the recruitment and hiring of Attorneys and Field Examiners, the new application procedures also apply to persons interested in Federal employment in clerical or other positions.

² The Personnel Branch will send a small supply of each of these forms to each Region. Additional copies of these forms may be obtained through normal forms acquisition channels.

Consistent with the foregoing, OM 93-6 is revised by making the following changes:³

1. On page 1, paragraph 3, delete the first sentence and substitute the following:

All applicants should be provided a copy of the application information packet and requested to submit completed applications as required by OF-510 in the form of a resume, by use of OF-612 or in any other format they choose. In addition, applicants should be requested to review the memorandum and be informed that all of the additional information required therein must accompany their application in order for the Agency to evaluate their qualifications for a position. (Footnote omitted.)

2. On page 3, the last sentence of paragraph 4, delete the reference to the NLRB Form-4560 and modify the sentence as follows:

As vacancies arise at locations where the applicant has expressed an interest in employment, the applicant, along with other "select" applicants who have expressed an interest in employment at those locations, will be considered in the selection process.

Further, at various places in the OM memorandum, reference is made to the Administrative Careers With America (ACWA) examination. On November 20, 1994, OPM initiated changes to the ACWA examining process. It is anticipated that OPM will issue additional guidance on available examining procedures in the near future. Until OPM provides such guidance, please contact the Office of the Executive Assistant, the Personnel Branch and/or advise applicants that they should contact the OPM office nearest to them if they have questions or inquiries related to the examination process for Federal competitive status. Although the ACWA examination procedure has been modified, the use of the ACWA test results has not. Therefore, if a Field Examiner applicant has a valid notice of results, he/she may still be requested for hire off the Register.

Any questions regarding this memorandum may be addressed to me or to your Assistant General Counsel.

W. G. S.

Attachment

cc: NLRBU

MEMORANDUM OM 95-18

³ Copies of pages 1 and 3 reflecting these revisions are attached and may be inserted to replace the original pages 1 and 3 in OM 93-6.

NATIONAL LABOR RELATIONS BOARD
OFFICE OF THE GENERAL COUNSEL
APPLICATION PROCEDURE FOR
ATTORNEY AND FIELD EXAMINER POSITIONS

The application information packet provided by the NLRB includes this memorandum, OPM Form OF-510, Applying for a Federal Job, and OPM Form OF-612, Optional Application for Federal Employment.

In order to be considered for an appointment with the NLRB, you must supply all of the information required in OPM Form OF-510, Applying for a Federal Job, as well as the specific additional information outlined below. You may submit a resume, OPM Form OF-612, Optional Application for Federal Employment, the previously utilized SF-171, or any other written format you choose. If you choose to use an application format other than the OPM Form OF-612, Optional Application for Federal Employment, you may find it very helpful to use that form as a guide to ensure that all relevant information is available to us as we consider your application for employment. In addition to the information required by OPM Form OF-510, we do need the specific additional information outlined below in order to evaluate your qualifications for employment. Note: Generally, there is no announcement number for an entry level position with the NLRB.

A. Additional Personal Information Which Must Be Included:

1. When available for employment.
2. Seeking part-time or full-time employment.
3. Availability for travel as required (limitations on overnight travel).
4. Do you have a valid driver's license?
5. Geographic availability (list of Agency offices attached).
6. The following conflict of interest questions must be answered:
 - (a) Are you related (by blood or marriage) to anyone now employed by the National Labor Relations Board? If yes, state name and relationship.
 - (b) If a decision is made to hire you, assignment to a particular Region will depend on staffing needs and on whether or not your assignment to a particular office would create an actual

or apparent conflict of interest. With respect to this latter consideration, if your spouse, parents, siblings, children, in-laws, fiancé(e), and/or other who is a member of your household is

employed in the labor field;

employed by an institution which regularly does business with a Regional Office; or

employed in a law firm which practices labor law;

please identify the individual, the relationship, the employer involved and the Region(s) with which they deal.

B. Education

1. Admitted to Bar (if applicable).
2. Copy of undergraduate, graduate, and law school transcripts (as applicable).

C. Other Qualifications

1. Degree of fluency in other languages (oral and written communication).

All of the above information must be provided along with the information required in OF-510 at the time you apply for employment. Your application and transcript(s) will be reviewed and you will be advised if an interview will be necessary. The applications of those who merit further consideration are forwarded to Washington where all final hiring determinations are made. The General Counsel approves all appointments of professionals in the Regional Offices and in the Washington offices of the General Counsel.

If you have any questions concerning your application or the requirements for employment with the National Labor Relations Board, please call (202) 273-2901. Be assured your application will be given every consideration along with other qualified candidates.

OFFICE OF THE GENERAL COUNSEL
DIVISION OF OPERATIONS-MANAGEMENT

MEMORANDUM OM 93-6

January 15, 1993

TO : All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM : William G. Stack, Associate General Counsel

SUBJECT: Guideline for Recruitment and Hiring of Attorneys and
Labor Management Relations Examiners (Field Examiners)

As a result of an Office of Personnel Management (OPM) audit of some of our Regional Offices, it has come to our attention that not all offices are aware of all our procedures regarding recruitment and hiring of Attorneys and Labor Management Relations Examiners (Field Examiners). Therefore, this guideline is being issued to insure that all Regional Offices are aware of the process and are handling and processing applications in a similar manner.

Each Regional Director should appoint a member of the management team to coordinate the Region's recruitment program and your Assistant General Counsel should be provided the name of the Region's coordinator. The Regional coordinator should be responsible for contacting various universities and law schools within the Regional boundaries and arrange for personal on campus visits. It has been our experience that effective working relationships with faculty members can be established by such campus visits. Efforts should also be made to participate in job and recruitment fairs at various institutions, including those with a substantial minority student body complement. Regional Office recruiters should be sensitized to our EEO program and its objective in our recruitment process.

All applicants should be provided a copy of the application information packet and requested to submit completed applications as required by OF-510 in the form of a resume, by use of OF-612 or in any other format they choose. In addition, applicants should be requested to review the memorandum and be informed that all of the additional information required therein must accompany their application in order for the Agency to evaluate their

qualifications for a position.⁴ If appropriate, Field Examiner applicants must also submit a copy of their Notice of Results from the Administrative Careers with America (ACWA) examination. In addition, applicants who are current Federal service employees must submit a current performance appraisal. If any of this information is missing, the Regional Office should request, in

⁴ As advised in EEO Memorandum dated September 3, 1987, applicant flow data should be collected and maintained for all persons who submit complete applications for Field Examiner and Attorney positions. (Attachment A)

In the event a decision is made not to interview an applicant, the Regional Office should return the application directly to the applicant and maintain a file copy of the letter to the applicant and a copy of the application papers for a period of two years. Attachment D is a sample of a letter to forward to applicants who are not interviewed. In the letter we are now suggesting that Field Examiner applicants contact the OPM office most convenient to them for further information regarding job opportunities with the Federal government.

Interviews should be conducted by first-line supervisors or a member of the Regional Office managerial hierarchy. If the first interviewer is a first-line supervisor and he or she believes the applicant possesses qualifications which warrant consideration for hire, a second interview should be arranged with the Assistant to the Regional Director, the Regional Attorney or the Regional Director. By following this procedure, members of the Regional hierarchy will interview a relatively small percentage of applicants.

The interview rating sheets are a very important aspect of our evaluation process and should be completed by the initial interviewer and any subsequent interviewers. It is important that the rating sheet contain a meaningful description of the applicant as well as his or her qualifications, rather than a repetition of the words printed on the form. We will assume, as in the past, that any applicant who is not interviewed by the Regional Director, Regional Attorney, or Assistant to the Regional Director does not possess the qualifications which would warrant further consideration for hire by the Agency. Therefore, it is critical that the initial interviewer's rating sheet reflect this position.

The Regions should continue to forward applications of all individuals who are interviewed to the Office of the Executive Assistant. These applications will be further evaluated and the applicants will be informed of the status of their application by a letter from Washington. If the applicant is advised that his or her application has been placed in the "select" file, the application remains under active consideration for a period of two years. As vacancies arise at locations where the applicant has expressed an interest in employment, the applicant, along with other "select" applicants who have expressed an interest in employment at those locations, will be considered in the selection process.

In order not to deny any applicant adequate consideration for Federal employment, applicant supply files should not be maintained in the Regional Offices. The Regions should only be holding copies of applications which have been returned to the applicants.

